



## **OFFICE of the COMPTROLLER**

### **Financial Reporting and Analysis Bureau**

#### **AUDITOR III (12-R02)**

**JOB POSTING # 248648 -J49403**

#### **About the Office of the Comptroller**

The Office of the Comptroller (CTR) is an Independent, Executive Level Agency. Our mission is to promote accountability, integrity, and clarity in Commonwealth business, fiscal, and administrative enterprises. We strive to be a model for good government and to protect public resources by mitigating the risk of fraud, waste, and abuse while promoting transparency. Our core values include: Teamwork, Communication, Excellence, Service and Trust.

#### **Position to Fill - Auditor III**

The Office of the Comptroller is seeking qualified candidates for consideration in order to fill one, full-time Auditor III position in the Financial Reporting and Analysis Bureau (FRAB). The position reports to the FRAB Unit Manager. The employee will work independently and with other bureau members as part of a team preparing financial analysis, and fund statements, all of which lead to the monthly and annual reports of the Commonwealth of Massachusetts.

#### **Position Summary**

The FRAB is responsible for preparing the Commonwealth's Statutory Basis Financial Report (SBFR), its Comprehensive Annual Financial Report (CAFR) and monthly interim reports. The Auditor III will work both independently and with other bureau members preparing financial analysis, and fund statements leading to the monthly and annual reports. The employee will be a contributor to the preparation of the Commonwealth's single audit and other financial reports. The daily work is focused on preparing schedules in accordance with Generally Accepted Accounting Principles (GAAP).

#### **Specific Duties Include:**

- Maintaining and updating the Commonwealth's debt database (DBC), including the monthly reconciliation;
- Working with information provided by the State Treasurer's Office, including the recording of all required journal entries for debt transactions in the Massachusetts Management Accounting and Reporting System (MMARS);
- Running various queries from DBC for internal and external parties, such as the Executive Office for Administration and Finance (ANF), bond counsel, the Commonwealth's Independent Auditors and others; preparing debt analytics;
- Updating and distributing of the Commonwealth's bond reports;

## CTR Job Posting Auditor III

August 28, 2015

Page 2

- Updating of the Commonwealth's Information Statement for posting to the Electronic Municipal Market Access System (EMMA) and as required for debt offerings;
- Preparing the (SBFR) and (CAFR) debt footnotes;
- Assisting in the development of reports and performing financial analysis of the Commonwealth's funds and accounts as reported on MMARS, which then become the foundation for the preparation of the Commonwealth's SBFR, CAFR and other monthly interim reports.;
- Participating as a member of the team responsible for the preparation of the SBFR and CAFR by the required due dates;
- Performing monthly fund analysis on assigned funds and preparing both statutory and accrual basis fund statements in compliance with legislation and GAAP. Become an expert on the activities of assigned funds and serve as the primary contact with department officials for the funds;
- Assisting other bureau members in developing, testing, and troubleshooting accounting analytics and data review;
- Using the Commonwealth's data warehouse, Microsoft Access and Excel and other such tools to create ad hoc and/or Comptroller's prescribed statutory and GAAP reports in accordance with the statutory basis of accounting and GAAP standards;
- Assisting in the process to recommend new and improved procedures, practices and policies to the state accounting system to meet Departments' report requirements and program objectives;
- Assisting state and independent auditors, government officials and other parties in utilizing available reports to meet their data needs and requirements;
- Participating in the completion of special projects that occur, from time to time, in FRAB; and
- Assisting with other assignments that may be required of you from members of the Comptroller Leadership Team.

### **Preferred Qualifications:**

- Preference to applicants that have obtained CPA certification, or are working toward such certification;
- Knowledge of the practices and standards associated with Generally Accepted Accounting Principles (GAAP);
- Ability to accurately and timely research, review and/or compile data for audit and/or compliance purposes;
- Demonstrated experience in governmental financial reporting with an emphasis on data modeling, accounting or auditing, with exposure to the state accounting system, MMARS, or a similar enterprise system preferred;
- Ability to work both independently and in a team setting with financial reporting and analysis personnel;
- Proven ability to solve complex financial reporting and data issues on a timely basis;
- Strong oral and written communication skills and demonstrated ability to communicate effectively, make presentations, conduct training programs and/or prepare reports for management control purposes;

## CTR Job Posting Auditor III

August 28, 2015

Page 3

- Ability to read and interpret rules, regulations and legislation impacting Comptroller and FRAB functions and activities; and
- A valid driver's license is preferred, as limited travel within the Greater Boston area and across the Commonwealth of Massachusetts may be required from time to time.

### **Minimum Entrance Requirements:**

Applicants must have at least (A) three years of full-time or equivalent part-time, professional experience in accounting or auditing, or (B) any combination of the required experience and substitutions below:

Substitutions: A Bachelor's degree with a major in accounting, business administration or business management may be substituted for a maximum of one year of the required experience.\* A Graduate degree with a major in accounting, business administration or business management may be substitute for a maximum of two years of the required experience.\* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed. Note: Educational substitutions will only be permitted for a maximum of two years of the required experience.

**Salary Range:**                \$51,714.78        to        \$74,241.44                    BU6 / Grade 12

As per the Unit 6 Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees.

### **Benefits Package:**

The Office of the Comptroller is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.

The overall benefits available include: paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance Commission (some benefits may be provided through the union for its members), and optional pre-tax Health Savings Account plans. In addition, the CTR provides employees the opportunity to elect Life Insurance, Long Term Disability Insurance, Deferred Compensation Savings, Tuition Remission, Pre-Tax Commuter Account Plans, along with other programs.

CTR employees also participate in the Commonwealth's State Retirement Plan, which can become a defined benefit plan for those that both vest and subsequently retire from state service. Follow this link for additional retirement information: <http://www.mass.gov/treasury/retirement/state-board-of-retire/> .

### **Commitment to Diversity:**

The Office of the Comptroller is committed to building a diverse staff across its entire agency and at all levels.

THE OFFICE OF THE COMPTROLLER IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

**Application Process:**

The Office of the Comptroller encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position.

Interested candidates should submit a cover letter, resume and a list of references by **E-mail (preferred) or Mail** no later than Friday, September 18, 2015. Please include position title and posting number on your submission. The application package should be submitted to:

**By e-mail (preferred method) to:**

[OSC-HR@Massmail.state.Ma.Us](mailto:OSC-HR@Massmail.state.Ma.Us)

**Please include the position title and position number in the subject line:**

Auditor III, Position 248648 -J49403

**By regular mail:**

Jeffrey Shapiro, Esq.  
Deputy Comptroller and Chief Operating Officer  
Office of the Comptroller,  
One Ashburton Place, 9<sup>th</sup> floor  
Boston, MA 02108  
RE: Auditor III, Position 248648 -J49403

**Required Background Check – Including Tax Compliance:**

The Office of the Comptroller requires a background check on all prospective employees as a condition of employment.

Candidates should be aware of this requirement but should also know that such background check is not initiated until 1) a candidate is invited to a second or subsequent interview and 2) the candidate has signed the Background Check Authorization Form and related releases. This background check includes a Criminal Offender Record Information (CORI) check, federal IRS and Department of Revenue state tax compliance on all prospective employees as a condition of their employment.

Candidates with advanced degrees and professional licenses may have these credentials verified. Individuals other than those provided by a candidate may be contacted in the course of completing a full background and qualification check.

**Application Deadline:**

**The closing date for this position is September 18, 2015.**

Submissions are due by 5:00 pm (e-mail) on the closing date; or postmarked no later than the closing date (regular mail). Late submissions may be considered solely at the discretion of CTR.

CTR Job Posting Auditor III

August 28, 2015

Page 5

**Further Information:**

To learn more about the Office of the Comptroller please visit our website, [www.mass.gov/osc](http://www.mass.gov/osc) and follow us on Twitter! [https://twitter.com/MA\\_Comptroller](https://twitter.com/MA_Comptroller).

Those candidates invited to interview will be contacted by the Hiring Manager for this position. Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

No telephone calls.